

**CONTRACT FOR SPECIAL SERVICES BY
INDEPENDENT CONTRACTOR**

THIS CONTRACT is entered into this 18th day of December, 2012, by and between the COUNTY OF SAN LUIS OBISPO (hereinafter referred to as "County") and ASAP REPROGRAPHICS an independent contractor (hereinafter referred to as "Contractor").

W I T N E S S E T H

WHEREAS, the County of San Luis Obispo has need for special services and advice in printing and reprographic services; and

WHEREAS, Contractor is specially trained, experienced, expert and competent to perform such special services;

NOW THEREFORE, the parties mutually agree as follows:

1. **Scope of Services.** Pursuant to this Contract, Contractor shall provide to the County the following special services:

Photocopying, offset printing, cutting, collating, padding, drilling, folding, stapling, binding, saddle stitching, perforating, numbering, scoring, mailing services, laminating, die cutting, crash numbering, padding, typesetting, graphic design and artwork. No guarantee is given by the County to the Contractor regarding usage of this Contract. Contractor agrees to supply services, as needed by the County, at prices listed on Exhibit A, regardless of quantity requested. Orders may be placed against this Contract at the convenience of the using agency/department.

2. **Compensation.** County shall pay to Contractor as compensation in full for all services performed by Contractor pursuant to this Contract, at the rates specified in Exhibit A, within thirty (30) days after the receipt of an itemized statement from Contractor required by paragraph 3 herein, which has been previously approved by an appropriate representative of the County department for whom Contractor is directly working.

3. **Pricing.** Prices set forth in Exhibit A shall be firm for the contract period beginning January 1, 2013 and ending December 31, 2013. Contractor assumes full responsibility for all transportation, transportation scheduling, packing and other services associated with delivery of all the products under this Contract to County. Pricing adjustments after the initial (1) year fixed term must be requested in writing upon each (1) year renewal, mutually agreed upon, and will be limited to the percentage change in Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Los Angeles Area.

4. **Billing.** Contractor shall submit to the County, on a per job basis, a detailed statement of services performed, including itemization of the work performed. Each invoice submitted must include the agency name and contract number. Payment is to be net thirty (30) days from approval of invoice. If, due to either an issue with the charges on an invoice or the Contractor's failure to perform its obligations under this Contract, the County disputes any charge(s) on an invoice, the County may withhold the disputed amount, provided that (a) there is a reasonable basis for the dispute, and (b) the County delivers a written statement to Contractor within ten (10) days of the due date of the invoice, describing in detail the basis of the dispute and the amount being withheld by the County.

5. **Term of Contract.** This Contract shall commence on January 1, 2013, for an initial term of one (1) year until December 31, 2013, with the option to renew on a year by year basis for a maximum of four (4) additional one year (1-year) periods. Either party may terminate the Contract provided they give (60) days advanced notice in accordance with Paragraph 6 below.

6. **Non-Exclusivity.** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County or any of its departments from acquiring similar, equal or like goods and/or services from other entities or sources.

7. **Termination of Contract for Convenience of Either Party.** Either party may terminate this contract at any time by giving to the other party 60 days' written notice of such termination. Termination shall have no effect on upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Contractor shall be paid for all work satisfactorily completed prior to the effective date of said termination.

8. **Termination of Contract for Cause.** If Contractor fails to perform Contractor's duties to the satisfaction of the County or if Contractor fails to fulfill in a timely and professional manner Contractor's obligations under this Contract or if Contractor shall violate any of the terms or provisions of this Contract or if Contractor, Contractor's agents or employees fail to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the County then County shall have the right to terminate this Contract effective immediately upon the County giving written notice thereof to the Contractor. Termination shall have no affect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Contractor shall be paid for all work satisfactorily completed prior to the effective date of such termination. If County's

termination of Contractor for cause is defective for any reason, including but not limited to County's reliance on erroneous facts concerning Contractor's performance, or any defect in notice thereof, County's maximum liability shall not exceed the amount payable to Contractor under paragraph 5 above.

9. Nondiscrimination. Contractor agrees that it will abide by all applicable federal, state, and local laws, rules and regulations concerning nondiscrimination and equal opportunity in contracting. Such laws include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 as amended; the Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973; California Fair Employment and Housing Act; and California Labor Code sections 1101 and 1102. Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, age, color, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, national origin, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training, hiring, employment, utilization, promotion, playoff, rates of pay or other forms of compensation. Contractor shall not discriminate in providing the goods or services under this Contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status. Contractor's violation of this provision shall be deemed a material default by Contractor giving the County a right to terminate this Contract for cause.

10. Entire Agreement and Modification. This Contract and its exhibits supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

11. Non-Assignment of Contract. Contractor shall not assign any of Contractor's rights, delegate any of Contractor's duties, or subcontract any portion of Contractor's obligations under this Contract without the prior written consent of the County. No assignment, delegation or subcontracting will release Contractor from any of its obligations or alter any of its obligations to be performed under this Contract. Any attempted assignment, delegation or subcontracting in violation of this provision is voidable at the option of the County. If subcontracting is approved by the County, Contractor shall remain primarily liable for all of its obligations under the Contract. Contractor is responsible for payment to subcontractors and must monitor, evaluate, and account for the subcontractor(s) services and operations.

12. Power and Authority of Contractor. If Contractor is a corporation or a limited liability company, Contractor represents and warrants that it is and will remain, throughout the term of this Contract, either a duly organized, validly existing California corporation or limited liability company in good standing under the laws of the State of California or a duly organized, validly existing foreign corporation or limited liability company in good standing in the state of incorporation or organization and authorized to transact business in the State of California and have an agent for service of process in California.

Assignment, Delegation or Subcontracting of Contract.

13. Governing Law and Venue. This Contract has been negotiated, executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the sole and exclusive venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Contract. The parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394, as may be amended from time to time.

14. Enforceability. If any term, covenant, condition or provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

15. Independent Contractor. Contractor shall, during the entire term of the Contract, be construed to be an independent Contractor and nothing in this Contract is intended or shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this Contract; provided always however that the services to be provided by Contractor shall be provided in a manner consistent with all applicable standards and regulations governing such services.

16. Not Eligible for Fringe Benefits. Contractor understands and agrees that Contractor's personnel are not and will not be eligible for membership in or any benefits from any County group plan for hospital, surgical or medical insurance or for membership in any County retirement program or for paid vacation, paid sick leave, or other leave, with or without pay or for any other benefit which accrues to a County employee. The only performance and rights due are those specifically stated in this Contract or existing as a matter of law.

17. Warranty of Contractor. Contractor represents and warrants that Contractor and each of the personnel employed or otherwise retained by Contractor are properly certified licensed and insured under the laws and regulations of the State of California to provide the services under this Contract. Contractor further agrees that it shall keep in full force and effect during the entire term of this Contract, all permits, registrations, and licenses, if required by law or contract, to accomplish the work specified herein.

18. Indemnification. Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions, relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

- a. Violation of statute, ordinance, or regulation.
- b. Professional malpractice.
- c. Willful, intentional or other wrongful acts, or failures to act.
- d. Negligence or recklessness.
- e. Furnishing of defective or dangerous products.
- f. Premises liability.
- g. Strict Liability.
- h. Inverse condemnation.
- i. Violation of civil rights.
- j. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

19. Insurance Contractor, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of Contractor's work under this Agreement and acceptance by the County. Any failure to comply with reporting provisions(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

A. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES**

The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

i. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG 0001) with policy limits not less than the following:

\$1,000,000 each occurrence (combined single limit);

\$1,000,000 for personal injury liability;

\$1,000,000 aggregate for products-completed operations; and,

\$1,000,000 general aggregate.

The general aggregate limits shall apply separately to Contractor's work under this Agreement.

ii. **BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall

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include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. Contractor shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

iii. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC/EL")**

This policy shall include at least the following coverages and policy limits:

- a. Workers' Compensation insurance as required by the laws of the State of California; and
- b. Employer's Liability Insurance Coverage B with coverage amounts not less than one million (\$1,000,000) dollars each accident/Bodily Injury (herein "BI"); one million (\$1,000,000) dollars policy limit BI by disease; and, one million (\$1,000,000) dollars each employee BI by disease.

B. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**

Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by Contractor and approved by the County before work is begun pursuant to this Agreement. At the option of the County, Contractor shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

C. **ENDORSEMENTS**

All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

- i. A "Cross Liability", "Severability of Interest" or "Separation of Insureds" clause (CGL & BAL);

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- ii. The County of San Luis Obispo, its officers, employees, volunteers and agents are hereby added as additional insureds with respect to all liabilities arising out of Contractor's performance of work under this Agreement (CGL & BAL);
- iii. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);
- iv. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL & PL);
- v. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) days prior to the effective date of such reduction or cancellation to County at the address set forth below (CGL, BAL, WC/EL & PL);
- vi. Contractor and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers and agents for any loss arising under this Agreement (CGL); and
- vii. Deductibles and self-insured retentions must be declared (All Policies).

D. **ABSENCE OF INSURANCE COVERAGE**

County may direct Contractor to immediately cease all activities with respect to this Agreement if it determines that Contractor fails to carry, in full force and affect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of work and change of insurance shall be considered Contractor's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to Contractor.

E. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION**

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Prior to commencement of work under this Agreement, and annually thereafter for the term of this Agreement, Contractor, or each of Contractor's insurance brokers or companies, shall provide County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for Contractor shall have, and provide evidence of, A.M. Best Rating of "A-FSCVII" or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

General Service Agency - Purchasing
San Luis Obispo County
1087 Santa Rosa Street
San Luis Obispo, CA 93408

20. Records. Contractor shall keep complete and accurate records for the services performed pursuant to this Contract and any records required by law or government regulation and shall make such records available to County upon request. Contractor shall assure the confidentiality of any records that are required by law to be so maintained and pursuant to the Confidentiality Guidelines specified in Exhibit B. Contractor shall prepare and forward such additional or supplementary records as County may reasonably request.

21. Accounting Contractor shall adhere to the accounting requirements, financial reporting, and internal control standards as described in the Auditor-Controller Contract Accounting and Administration Handbook, (Handbook) which contains the minimum required procedures and controls that must be employed by Contractor's accounting and financial reporting system, and which is incorporated herein by reference. Contractor shall require subcontractors to adhere to the Handbook for any services funded through this contract, unless otherwise agreed upon in writing by County. The Handbook is available at <http://www.slocounty.ca.gov/AC/>, under Policies and Procedures or at the Auditor-Controller's Office, 1055 Monterey Street Room D220, County Government Center, San Luis Obispo, California, 93408. The Office of Management and Budget (OMB) circulars are available at <http://www.whitehouse.gov/omb/circulars>.

22. Notices. Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the County at:

County of San Luis Obispo

Contract for Print and Copy Services

General Services Agency, Purchasing

San Luis Obispo County

1087 Santa Rosa Street

San Luis Obispo, CA 93408

and to the Contractor:

Roger Marlin

ASAP Reprographics

495 Morro Bay Blvd

Morro Bay, CA 93442

23. Cost Disclosure - Documents and Written Reports. Pursuant to Government Code section 7550, if the total cost of this Contract is over \$5,000.00, the Contractor shall include in all final documents and in all written reports submitted a written summary of costs, which shall set forth the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such documentation or written report. The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.

24. Audit Rights Pursuant to Government Code section 8546.7, every contract involving the expenditure of public funds in excess of \$10,000 is subject to examination and audit of the State auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the Contract. Contractor shall permit the State Auditor to have access to any pertinent books, documents, papers and records for the purpose of said audit. County shall advise Contractor if it becomes aware of such audit at least fourteen (14) days prior to the commencement of the audit. All payments made under this Contract shall be subject to an audit at County's option, and shall be adjusted in accordance with said audit. The Contractor shall be responsible for receiving, replying to, and complying with any audit exceptions set forth in any County audits. This provision is in addition to any other inspection and access rights set forth in this Contract.

25. Publication. Any reports, sketches, schedules, written documents, computer based data, photographs, maps, documents or other materials produced in whole or part under this Contract shall be the property of the County and shall not be related by Contractor to any person, partnership, company, corporation, or agency without the prior written approval by the County, except as may be necessary for the performance of the services under this Contract.

26. Equipment and Supplies. Contractor will provide all necessary equipment and supplies in order to carry out the terms of this Contract.

27. Conflict of Interest. Contractor acknowledges that Contractor is aware of and understands the provisions of Sections 1090 et seq. and 87100 et seq. of the Government Code, which relate to conflict of interest of public officers and employees. Contractor certifies that Contractor is unaware of any financial or economic interest of any public officer or employee of the County relating to this Contract. Contractor agrees to comply with applicable requirements of Government Code section 87100 et seq. during the term of this Contract.

28. Time is of the Essence. Time is of the essence in the delivery of the goods and services by Contractor under this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the good not conforming to applicable specifications, drawings, samples, or descriptions, or services that do not conform to the prescribed scope of work. Acceptance of any part of the order for goods shall not bind County to accept future goods and services. The acceptance by County of late or partial performance with or without objection or reservation shall not waive the right to claim damage for such breach and shall not constitute a waiver of the rights or requirements for the complete and timely performance of any obligation remaining to be performed by the Contractor, or of any other claim, right or remedy of the County.

29. Severability. Contractor agrees that if any provision of this Contract is found to be invalid, illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Upon determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this Contract so as to affect the original intent of the parties as closely as possible.

County of San Luis Obispo

Contract for Print and Copy Services

IN WITNESS THEREOF, County and Contractor have executed this Contract on the day and year first hereinabove set forth.

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By: Shannon Matngum
Deputy County Counsel

Date: 12/5/12

COUNTY OF SAN LUIS OBISPO

By: _____
Chairman of the Board of Supervisors

Approved by the Board of Supervisors this on
_____, 20__

ATTEST:

Clerk of the Board of Supervisors

County of San Luis Obispo

Contract for Print and Copy Services

CONTRACTOR:



Title: PRESIDENT

Date: 12-5-12

County of San Luis Obispo

Contract for Print and Copy Services

EXHIBIT A –PRICE SHEET

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PRINT AND COPY SERVICES

Attachment C
PROPOSAL PRICE SHEET

Name of Company Proposing: ASAP Reprographics

There is no guarantee of number of jobs or copies. All copying prices quoted below are to be all inclusive, covering all set-up, preparation, materials, equipment utilization, labor, packaging

Item	Unit of Measure	Price Per Copy 1-Sided	Price Per Copy 2-Sided
Black & White 8.5" x 11", 20 lb white	Per Sheet	\$0.045	\$0.075
Black & White 8.5" x 14", 20 lb white	Per Sheet	\$0.05	\$0.075
Black & White 11" x 17", 20 lb white	Per Sheet	\$0.095	\$0.15
Black & White 8.5" x 11", 110 lb white	Per Sheet	\$0.115	\$0.15
Black & White 8.5" x 14", 110 lb white	Per Sheet	\$0.145	\$0.18
Black & White 11" x 17", 110 lb white	Per Sheet	\$0.235	\$0.30
8.5" x 11", 20 lb Color	Per Sheet	\$0.24	\$0.41
8.5" x 14", 20 lb Color	Per Sheet	\$0.24	\$0.42
11" x 17", 20 lb Color	Per Sheet	\$0.40	\$0.74
11" x 17", 20 lb Color (2 up ~ 75%)	Per Sheet	\$0.40	\$0.74
8.5" x 11", 110 lb Color	Per Sheet	\$0.31	\$0.48
8.5" x 14", 110 lb Color	Per Sheet	\$0.34	\$0.51
11" x 17", 110 lb Color	Per Sheet	\$0.62	\$0.96
11" x 17", 110 lb Color (2 up ~ 75%)	Per Sheet	\$0.62	\$0.96
Upcharge for colored paper 8.5" x 11"	Per Sheet	\$0.02	\$0.02
Upcharge for colored paper 8.5" x 14"	Per Sheet	\$0.03	\$0.03
Upcharge for colored paper 11" x 17"	Per Sheet	\$0.045	\$0.045
Upcharge for 24 lb white 8.5" x 11"	Per Sheet	\$0.03	\$0.03
Upcharge for 24 lb white 8.5" x 14"	Per Sheet	\$0.04	\$0.04
Upcharge for 24 lb white 11" x 17"	Per Sheet	\$0.06	\$0.06
Upcharge for uncoated cover stock 8.5" x 11"	Per Sheet	\$0.065	\$0.065
Upcharge for uncoated cover stock 8.5" x 14"	Per Sheet	\$0.09	\$0.09
Upcharge for uncoated cover stock 11" x 17"	Per Sheet	\$0.14	\$0.14
Upcharge for coated cover stock 8.5" x 11"	Per Sheet	\$0.23	\$0.23
Upcharge for coated cover stock 8.5" x 14"	Per Sheet	\$0.45	\$0.45
Upcharge for coated cover stock 11" x 17"	Per Sheet	\$0.45	\$0.45
NCR, 2-Part, Single-sided	Per Set	\$0.26	
NCR, 2-Part, Double-sided	Per Set	\$0.29	
NCR, 3-Part, Single-sided	Per Set	\$0.43	
NCR, 3-Part, Double-sided	Per Set	\$0.48	
NCR, 4-Part, Single-sided	Per Set	\$0.61	
NCR, 4-Part, Double-sided	Per Set	\$0.675	
NCR, 5-Part, Single-sided	Per Set	\$0.785	

PRINT AND COPY SERVICES

NCR, 5-Part, Double-sided	Per Set	\$0.86
Letterhead, 2-color offset printed	Per Sheet	\$0.29
Envelopes, #10 Regular	Per 250 (24x3 1/2x5 1/2x 1/2)	\$27.54 (See quantity pricing attachment)
Envelopes, #10 Window	Per 250 (24x3 1/2x5 1/2x 1/2)	\$28.31 (See quantity pricing attachment)
Envelopes, #9 Regular	Per 250 (24x3 1/2x5 1/2x 1/2)	\$27.08 (See quantity pricing attachment)

Finishing Services	Unit of Measure	Price per Unit
Three-hole punch	Per Sheet	\$0.0025
Two-hole punch	Per Sheet	\$0.0025
Stapling	Per Document	\$0.005
Perforation	Per Sheet	\$0.005 (+\$10.00 setup)
Index Tabs Black & White, one-sided	Per Tab	\$0.32
Index Tabs Black & White, two-sided	Per Tab	\$0.41
Index Tabs Color, one-sided	Per Tab	\$0.50
Index Tabs Color, two-sided	Per Tab	\$0.83
Side stitch	Per Document	\$0.05
Saddle stitch 5.5" x 8.5"	Per Document	\$0.05
Saddle stitch 8.5" x 11"	Per Document	\$0.05
Comb binding small*	Per Document	\$0.75
Comb binding medium*	Per Document	\$1.25
Comb binding large*	Per Document	\$2.25
Spiral/Coil binding small*	Per Document	\$0.75
Spiral/Coil binding medium*	Per Document	\$1.25
Spiral/Coil binding large*	Per Document	\$2.25
Tape/Thermal small*	Per Document	\$2.50
Tape/Thermal medium*	Per Document	\$2.75
Tape/Thermal large*	Per Document	\$3.00
Perfect bind	Per Document	\$2.50
Laminating	Per Square Foot	\$0.45
Drilling	Per Sheet	\$0.05
Cutting	Per Cut up to 500 sheets	\$1.00
Numbering	Per Piece	\$0.0025 (\$10.00 setup)
Padding	Per Pad	\$0.25
Folding	Per Document (8.5" x 11")	\$0.0075 (\$10.00 setup)
Mail Insertion	Per Envelope (8.5" x 11" full-color printed)	\$0.10
Mail Insertion - Print/Stuff/Mail	Per 250 (24x3 1/2x5 1/2x 1/2)	\$0.23 per piece

*Binding size definitions are as follows:

- i. Small = up to 1 inch thick
- ii. Medium = 1-1.5 inches thick
- iii. Large = greater than 1.5 inches thick

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PRINT AND COPY SERVICES

Item – Labor Rates	Unit of Measure	Price per Unit
Typesetting	Minimum Charge	
	Per Hour	\$45.00 per hour
Cost to run scheduled delivery to/from County Government Center downtown locations once per work day	Daily charge (if any)	No Charge
Pick up or delivery to County Government Center downtown locations on demand	Per trip/job	No Charge
Pick up or delivery to delivery to other County facilities (within SLO city limits)	Per trip	No Charge
Pick up or delivery to delivery to other County facilities (within SLO County)		
Provide price per City if applicable	Per trip	No Charge
Expediting charge for 4 hour delivery, if any	Per job	No Charge
Expediting charge for 1 hour (or while you wait delivery), if any	Per job	No Charge

Indicate "N/A" in Price column if you do not provide the service.

Attach additional price list for other services you may offer, such as wide format printing and plotting, blueprint reproductions, banners and posters, etc.

Indicate any volume discounts available for individual jobs.

EXHIBIT B – CONFIDENTIALITY GUIDELINES

County of San Luis Obispo

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PRINT AND COPY SERVICES

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Attachment F

SAN LUIS OBISPO COUNTY

Confidentiality Guidelines

I UNDERSTAND THAT WHILE PERFORMING MY OFFICIAL DUTIES I MAY HAVE ACCESS TO CONFIDENTIAL INFORMATION. I UNDERSTAND THAT:

- Confidential information includes, but is not limited to, information on patients, clients, human resources, payroll, fiscal, research, computer system, management information and personal access codes.
- Confidential information is not available to the public.
- Special Precautions are necessary to protect this type of information from unlawful or unauthorized access, use, modification, disclosure, or destruction.
- These guidelines are not meant to be all-inclusive

I AGREE TO:

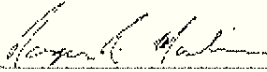
- Access, use or modify confidential information only for the purposes of performing my official duties.
- Never access, use, modify, review, disseminate or disclose confidential information out of curiosity or for personal interest or advantage.
- Never show, discuss, or disclose confidential information to or with anyone who does not have the legal authority.
- Never retaliate, coerce, threaten, intimidate, or discriminate against or take other retaliatory actions against individuals or others who file complaints or participate in investigations or compliance reviews.
- Never remove confidential information from the work area without authorization.
- Never share passwords with anyone or store passwords in a location accessible to unauthorized persons.
- Maintain required confidentiality by logging off my computer or locking access with a secure password on a secure operating system prior to leaving the terminal unattended for any length of time.
- Always store confidential information in a place physically secure from access by unauthorized persons.
- Dispose of confidential information by utilizing an approved method of destruction. I will not dispose of such information in wastebaskets or recycle bins.

I UNDERSTAND THAT PENALTIES FOR VIOLATING ONE OF THE ABOVE CONFIDENTIALITY GUIDELINES MAY INCLUDE DISCIPLINARY ACTION, CIVIL OR CRIMINAL PROSECUTION.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONFIDENTIALITY GUIDELINES PRINTED ABOVE.

Roger R. Marlin

Name: Print first, middle initial, last


Signature